



Legislative  
Assembly of  
Saskatchewan

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# Annual Report

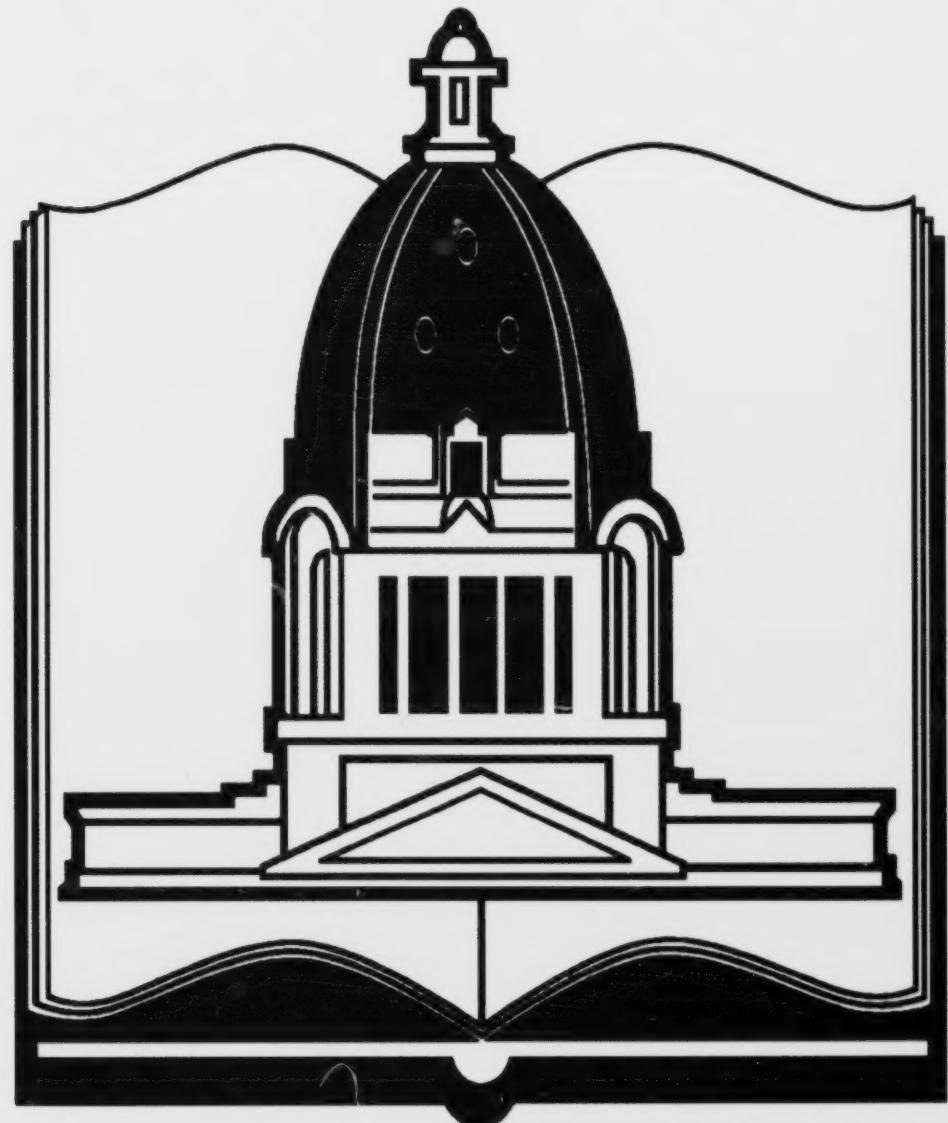
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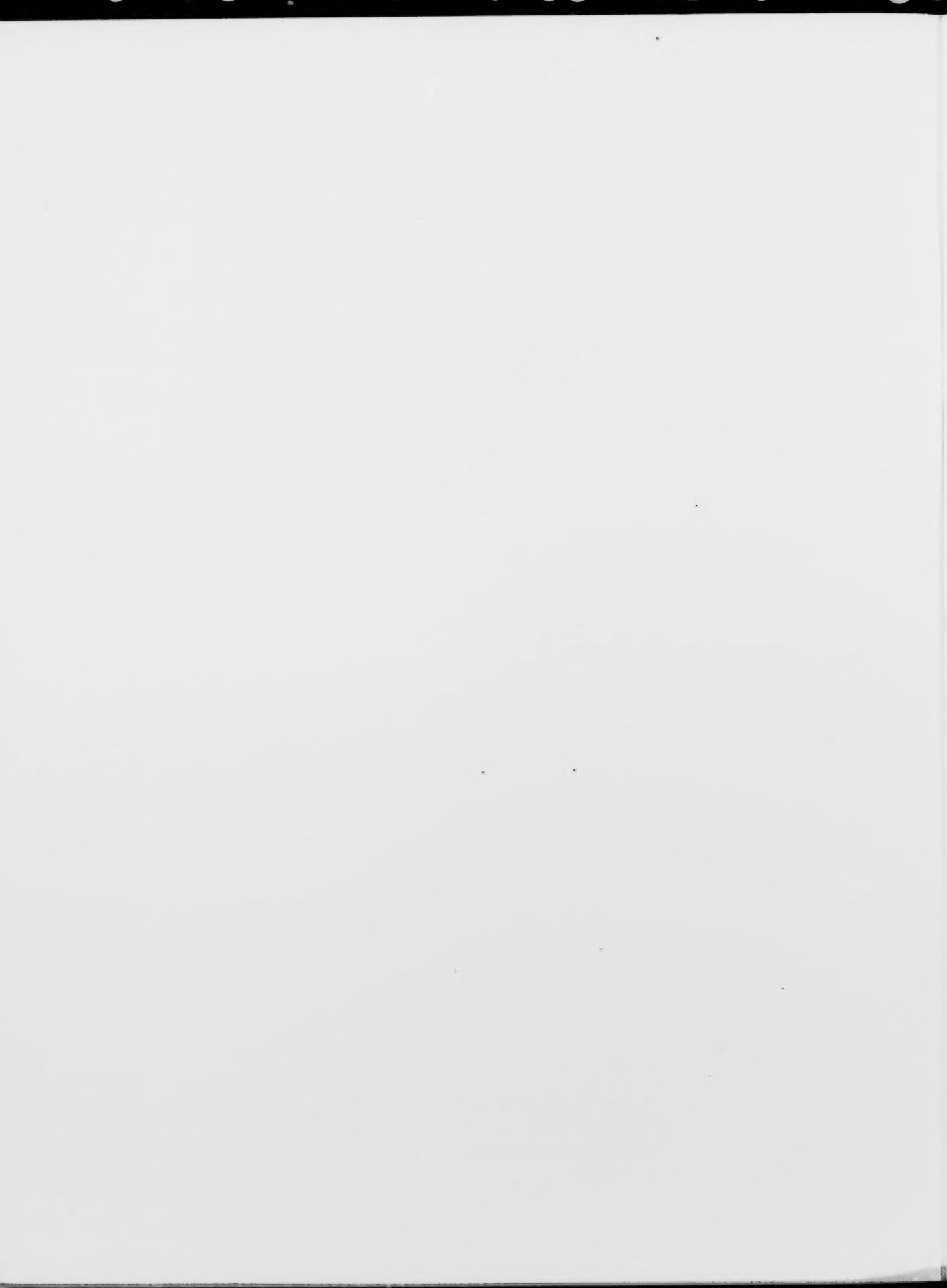
## Saskatchewan Legislative Library

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for the period ending  
March 31, 2008

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Legislative  
Assembly of  
Saskatchewan

## Annual Report

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### Saskatchewan Legislative Library

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**for the period ending  
March 31, 2008**

This annual report is also available in electronic format from the  
Saskatchewan Legislative Library web site at:  
[www.legassembly.sk.ca/leglibrary/](http://www.legassembly.sk.ca/leglibrary/)

Saskatchewan  
Legislative Library

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November 25, 2008

The Honourable Don Toth  
Speaker of the Legislative Assembly of Saskatchewan  
Room 129, Legislative Building  
Regina, Saskatchewan

Dear Mr. Speaker:

I am pleased to submit the Legislative Library Annual Report for the period April 1, 2007 to March 31, 2008 for tabling in the Legislative Assembly.

This year the Library created a strategic plan that envisions goals and development strategies for the next five years. The strategic planning process involved all library employees in a consensus based session that envisioned the Library in five years, identified obstacles to achieving the vision, and developed strategies for overcoming obstacles. The process resulted in a strategic plan with seven practical vision themes, three strategic directions, and nine supporting strategies. Actions to support the strategies were initiated in the report year.

This was a pivotal year for the Library, with a focus on taking stock and renewing a vision for the future. This year marked the 100<sup>th</sup> anniversary of the appointment of the first Legislative Librarian for the Province of Saskatchewan, John Hawkes. This milestone was an opportunity to reflect on the Library's past achievements, which set the stage for envisioning its future.

Overall, this year's work has created a focus and momentum that has positioned the Library to initiate change and accomplish its vision in the coming years.

Sincerely,

*Melissa Bennett*

Melissa Bennett  
Legislative Librarian

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## Organizational Overview

### History

The Saskatchewan Legislative Library was officially established in 1905 at the formation of the province of Saskatchewan. The Library originated in a legal collection established in 1876 that developed into the library of the North West Territories Government, predecessor of the provinces of Saskatchewan and Alberta. Today, the Legislative Library is Saskatchewan's third-largest research library.

### Mandate

The Legislative Library is established under *The Legislative Assembly and Executive Council Act*. Its purpose is to further the parliamentary process in Saskatchewan by providing confidential, non-partisan information services to Members of the Legislative Assembly, to develop and maintain the legislative and research collection and to ensure the collection's present and future accessibility to parliamentarians, the civil service and the people of Saskatchewan.

The Library's key mandates are to:

- Provide a parliamentary library service to all Members of the Legislative Assembly and their staff.
- Act as the official library for the deposit of Saskatchewan government publications.
- Act as the official exchange library for the Government of Saskatchewan, exchanging materials with the National Library of Canada, the U.S. Library of Congress, and other relevant libraries.
- Serve the people of Saskatchewan by making available the benefits of its special research and legislative collection, where these benefits cannot be obtained elsewhere.
- Establish and maintain helpful and co-operative relationships with other government departments or departmental libraries.

## Structure

The Legislative Library operates as a component of the Legislative Assembly Service (LAS), part of the Legislative branch of government. The Library reports to both the Speaker of the Legislative Assembly and the Clerk of the Legislative Assembly.

The Library is administered through the Office of the Legislative Librarian. It has three functional units: Members' Services, Reference and Circulation Services, and Support Services.

Library services are provided out of the Library Reading and Reference Rooms (Room 234) in the Legislative Building. The Library's primary Collection Annex is located in the lower level of the Walter Scott Building. Functional units are based out of locations in the Legislative Building and Walter Scott Building.

## Values

The principles of access to information and informed decision-making on the part of both parliamentarians and the citizenry are cornerstones of democratic society and good governance.

The Legislative Library's services and collections contribute to these principles and to the overall vision of the Legislative Assembly Service which is a parliamentary system that is valued, trusted and understood.

The Legislative Library subscribes to the principles of confidentiality and non-partisan service for all library clientele. It also supports the values of the Legislative Assembly Service, which are:

- The democratic process
- Impartial and exemplary service
- Accountability
- Individual and team effort

## Collections

The Legislative Library has a strong and unique collection estimated to include approximately half a million titles in print, microform and electronic formats.

The collection seeks to provide basic coverage in most subjects and in-depth coverage on topics of particular interest to Saskatchewan legislators. Areas of strength are: government publications, materials relating to Saskatchewan, news and current affairs, parliamentary studies, and social sciences (especially political science, public administration, social issues, economics, business, and history).

Collection features of interest:

- Current and historical Government of Saskatchewan publications
- Saskatchewan local history collection numbering over 1,000 titles
- Saskatchewan daily and weekly newspapers
- *Leader-Post* from 1883 onwards
- *Western Producer* from 1924 onwards
- Full depository library for Canadian federal government publications since 1927
- Current and historical Statistics Canada material
- Complete set of federal royal commissions in microform
- Parliamentary publications (e.g. Debates and Proceedings, Journals) with an emphasis on Saskatchewan, Canada and the U.K.
- Statutes from all Canadian jurisdictions
- Publications from other Canadian provinces
- Periodicals (newspapers, magazines, research journals) and news media from across Canada, North America and worldwide
- Extensive collection of licensed electronic information products

## Legal Deposit of Saskatchewan Government Publications

Saskatchewan government publications are acquired for the library collection under the statutory authority of the Legal Deposit Program (in place since 1982) which requires that all Saskatchewan government departments, boards, commissions and agencies deposit copies of their published material, both print and electronic, with the Legislative Library. Statutory authority is in section 81 of the *Legislative Assembly and Executive Council Act, 2007*.

Prior to 1982, the Library had an informal responsibility to collect Saskatchewan government publications and made a consistent effort to do so since its early days. This resulted in the Library having a very strong historical collection of Saskatchewan government publications.

## Client Services

The Legislative Library has a broad mandate to serve the Legislative Assembly, the people of Saskatchewan and the public service.

The Library strives to serve all sectors of its mandate, while giving priority and advanced service to legislative clients. Members of the Legislative Assembly and their staff receive advanced and specialized services as well as borrowing privileges. Saskatchewan public servants and special researchers are eligible for basic reference services and borrowing privileges. Public clients are eligible for basic reference services and use of library material either on site or through interlibrary loan through their local library.

The Library's web site provides information about the Library, access to the Library catalogue, and registered client access to a vast array of the Library's licensed electronic information products ([www.legassembly.sk.ca/leglibrary](http://www.legassembly.sk.ca/leglibrary)).

*The Legislative Assembly and Executive Council Act, 2007* continues the Legislative Library's statutory responsibility for the collection and preservation of Saskatchewan government publications. Section 81 says as follows:

*"(2) The Legislative Library is the official library for the deposit of government publications.*

*(3) Every department, board, commission and agency of the Government of Saskatchewan and every Crown corporation shall deposit with the Legislative Library eight complimentary copies of every government publication that:*

*(a) is released in any form, including print and electronic, for general or limited public distribution either for free or for sale; and*

*(b) is issued by them or pursuant to their authority in collaboration with a commercial publisher."*

-- *The Legislative Assembly and Executive Council Act, 2007*, section 81, subsections 2-3, 5-6.

## Program Areas

**Library Administration** provides leadership for library strategic development; supervision of program areas; and management of the Library's physical, financial and human resources. Library Administration also manages the library collection, and it provides direction to public relations and partnership activities. Library Administration contributes to the strategic direction of the Legislative Assembly Service and ensures that the work of the Library is aligned with LAS organizational goals.

**Reference and Circulation Services** connects library clients with the Library's information resources. This section responds to client inquiries and assists clients to find the information required from the library collection.

This section gives priority to responding to MLAs' immediate needs for specific information required to carry out their work in their caucus, their constituencies, the Chamber and in legislative committees. Assistance to legislative clients including MLAs' staff and legislative committee researchers is also emphasized. Research support for the Library's Members' Services section is also a key function of the Reference section.

Reference and Circulation Services also provide customer service to other clients who contact the Library. Overall, this section is responsible for:

- Providing reference and research assistance to clients
- Staffing of the Library's public service areas
- Lending materials to clients
- Interlibrary borrowing and lending
- Developing library web spaces
- Producing library brochures and booklets
- Producing fact sheets, bibliographies and briefing notes
- Training and orienting clientele
- Providing library tours
- Promoting library resources by creating displays commemorating a variety of events and observances throughout the year.
- Maintaining the Library's collections housed in the Legislative Building

**The Members' Services** section provides customized information services and enhanced non-partisan library research to MLAs, legislative officials and in support of legislative committees.

The Members' Services Librarian works with the individual client to determine a profile of public issues on which he or she wishes to keep current. The Library provides services in electronic format and packages of information including newspaper clippings and news headlines, magazine tables of contents, and new book title pages to the client on a weekly basis. In addition, clients who register are set up with a confidential, direct-user news service.

Profiles are continuously monitored and updated to suit client requirements. In-person and telephone consultations, service briefings and tutorials are also provided.

The Members' Services section produces *The Members' Newsletter*, which is published monthly during legislative sessions. *The Members' Newsletter* highlights material in the library collection and promotes awareness of library programs, services and activities.

Members' Services also provides research assistance and background kits for clients attending parliamentary conferences. The information generally takes the form of current periodical articles, topical book content and/or newspaper articles representing a balance of opinion on the topics under discussion at the particular conference.

The **Support Services** section performs the underpinning operations that make all library programs and services possible.

Support Services manages the Library's integrated library computer system, Voyager, in partnership with the RegLIN consortium and the University of Regina Library. The Voyager software provides application modules for automated library acquisitions, cataloguing, circulation, and the online public access catalogue (OPAC).

Support Services is responsible for the acquisition, processing and cataloguing of all new materials for the library collection. The section manages the withdrawal of library materials, when required. This work involves not only physically removing the material from the collection but also updating or deleting the corresponding records in the Library's catalogue. Overall, this section processes approximately 45,000 items annually.

Support Services administers the Legal Deposit Program for Saskatchewan Government publications, including receipt of materials, processing and cataloguing as well as production of the monthly *Checklist of Saskatchewan Government Publications*. During the current report year the section implemented procedures for the creation and maintenance of a repository of Saskatchewan government publications issued in electronic formats.

The section is responsible for receiving and cataloguing federal and provincial government documents and maintaining government publication exchange arrangements with other jurisdictions, such as the National Library of Canada and the Library of Congress.

Support Services has substantial responsibilities for the maintenance and preservation of the library collection. The section manages the binding of selected periodicals and government publications and is responsible for maintaining materials housed in the Library's Collection Annex and compact storage facility in the Walter Scott Building. This facility houses over 80 percent of the Library's print collections.

### **Legislative Assembly Service Initiatives**

The Library is a part of the Legislative Assembly Service (LAS) and, as such, contributes to the LAS's numerous initiatives, committees and activities.

The Library helps support inter-parliamentary programs and professional development activities of the Members of the Legislative Assembly. The Library provides support to the Social Sciences Teachers' Institute on Parliamentary Democracy (SSTI), the Saskatchewan Legislative Internship Program (SLIP), and the Parliamentary Program for Public Servants.

Library employees also serve on Legislative Assembly Service committees that support the LAS in areas such as strategic management, communications, human resources and technology management. During the current report year, the Legislative Librarian chaired the LAS Strategic Planning and Operational Priorities Committee.

## Partnerships

The Legislative Library participates in a variety of partnerships for the purposes of advancing library services.

The Legislative Library is a founding partner of the Regina Library Information Network (RegLIN), a multi-library, multi-institutional computer network for automated library services incorporated under *The Non-profit Corporations Act*. The Legislative Librarian is Vice-Chair of this consortium. RegLIN member libraries cost-share the ongoing maintenance and development of the Voyager integrated library system. Voyager provides the software applications for automated library acquisitions, cataloguing, circulation, and the online public access catalogue (OPAC). In addition, the holdings of the five member libraries can be searched using the Voyager catalogue interface.

The Library continues to participate in the Multitype Library Board's Multitype Database Licensing Program (MDLP) in which funds from libraries and educational institutions throughout the province are pooled to purchase access to a wide variety of electronic information products for registered clients of all participating libraries. MDLP's cooperative bulk purchasing program is the only means by which the Library could afford to sustain ongoing access to approximately 7800 electronic titles available in full text via the MDLP program.

The Legislative Librarian is currently co-chair of the Saskatchewan Digital Alliance (SDA) steering committee. The SDA is a cross-sector, co-operative body that promotes, facilitates and funds the development of digital collections in Saskatchewan. SDA is an initiative of the Multitype Library Board.

The Legislative Librarian is a statutory member of the Public Records Committee by authority of Section 18(2) of *The Archives Act, 2004*. This committee reviews and approves record schedules for all public records in Saskatchewan.



## 100<sup>th</sup> Anniversary of the Appointment of the First Legislative Librarian

On Tuesday, May 8, 2007, the Legislative Library welcomed approximately 75 people to a reception honouring the 100<sup>th</sup> anniversary of the appointment of the first Legislative Librarian of Saskatchewan, John Hawkes.

Reception guests included Members of the Legislative Assembly, library clientele from the Legislature, officials from executive government, former library staff, past donors of library materials, members of the broader library and archives community, and friends of the Library.

Highlights included:

- A written message of congratulations from His Honour the Honourable Dr. Gordon Barnhart, Lieutenant Governor of Saskatchewan.
- Comments from Mr. Speaker, as Master of Ceremonies.
- Remarks from Ms. Morin on behalf of the Government Caucus.
- Remarks from Mr. Elhard on behalf of the Opposition Caucus.
- Marian Powell, former Legislative Librarian (1982-2006), read an article written by John Hawkes in 1916 about his early experiences at the Legislative Library.

The event was an opportunity to reflect on John Hawkes' career, leadership, and vision, as well as the development of the Library over the years.

May 8, 2007 reception in honour of the 100th Anniversary of the appointment of John Hawkes

Photo credits: Kim Hagel

John Hawkes first came to Canada at the age of 18. Journalism was his predominant line of work. His additional activities included: homesteading, town clerk, justice of the peace, school trustee, licence inspector and vital statistics registrar.

It was Mr. Hawkes' special interest in the English public library system and his wide knowledge of books that led him to his work as Librarian for the Legislative Library.

Mr. Hawkes is noted for the diligence and vision that he displayed as Legislative Librarian. Conditions were challenging in his early years: the Library moved three times and the Library was damaged in the cyclone of 1912. Nonetheless, Mr. Hawkes persevered. He consolidated the design of the library space in the Legislative Building and carefully guided all aspects of the Library's development.

Mr. Hawkes took an early interest in building the library collection. He also took an interest in preserving government records. He acquired and stored valuable historical records and developed an archives branch of the Library, which served as the foundation for the later development of the provincial archives service.

Mr. Hawkes is also noted for his active involvement in establishing library services for rural areas of the province. He was involved in the establishment of the Travelling Libraries Service and the Open Shelf Library, which provided rural library service.

John Hawkes is also noted for authoring a three volume book set, *The Story of Saskatchewan and Its People*.

John Hawkes held the post of Legislative Librarian for 20 years. Following Mr. Hawkes, ten other Legislative Librarians have served the province.

*"The task of building up a library – well-balanced, well-arranged, and reasonably complete in all its essential parts is one that will require no small care and consideration and involve a large amount of detail; and I shall esteem it a privilege if I am permitted to assist in the building up of a Library of which the Province will have reason to be proud."*

-- John Hawkes, *Library Report*,  
May 26, 1908.

## Organizational Performance

### Strategic Planning Context

The Legislative Library's strategic management is informed by both the strategic plan of the Legislative Assembly Service (LAS) and the Library's internal branch plan.

#### Legislative Assembly Service Strategic Plan

The LAS strategic plan provides an umbrella framework. The Library's new initiatives, as well as core programs, contribute to achievement of LAS goals.

#### Library Branch Planning

The Library undertook library strategic plan renewal in 2007-08 in order to create a new branch vision and plan for the next five years. It entered the fiscal year with a focus on several priorities identified for that year. Then, in October the Library undertook a strategic planning process to set its direction for the coming five years.

All library employees participated in the strategic planning process which was conducted by a professional facilitator using the facilitated planning methodology developed by the

The Legislative Assembly Service's vision is *a parliamentary system that is valued, trusted, and understood.*

Its goals are:

- *Foster an effective legislature*
- *Provide continually improving services to MLAs*
- *Sustain and enhance the institution of parliament*
- *Be an effective responsive organization*



Library Branch Strategic Planning, October 2007

Photo credit: Erwin Allerdings

Institute of Cultural Affairs (ICA). The process involved creating the Library's vision for the future; identifying the underlying obstacles that need to be addressed to achieve the vision; setting strategic directions to address the underlying obstacles; and, proposing immediate actions as a catalyst for change.

Following the strategic planning workshop, the library management team undertook operational planning to begin integrating the strategic plan into the work of the Library. The Library immediately started working on the strategic directions identified in the strategic planning process.

## Library Strategic Plan

### Mission

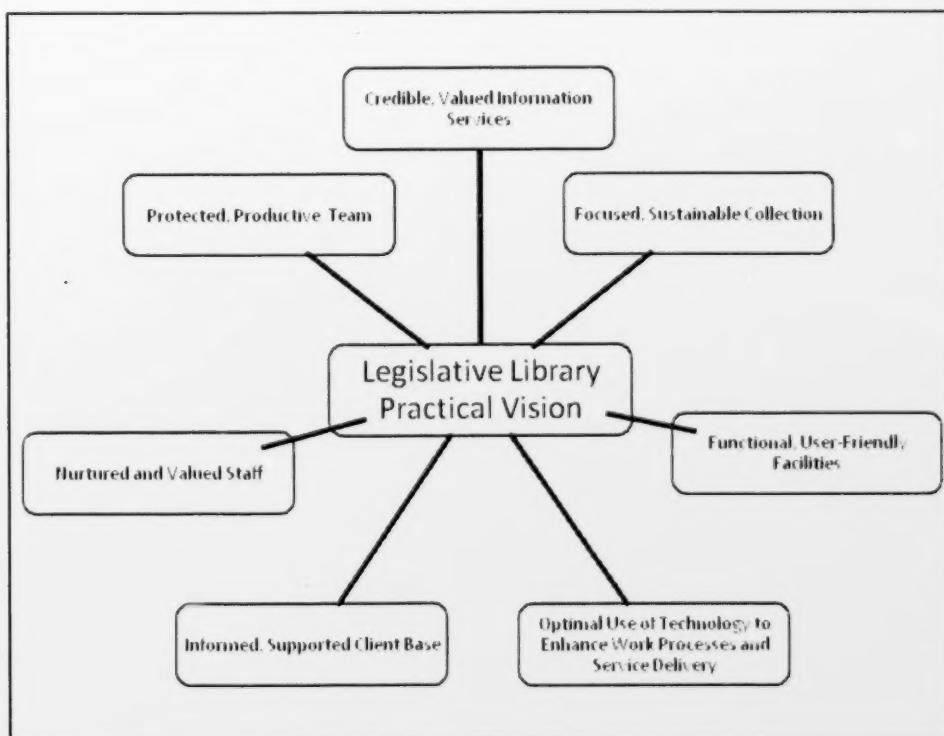
The Legislative Library is committed to its **mission**:

*The Legislative Library supports the Saskatchewan Legislative Assembly and its members by delivering accurate, timely and non-partisan information services and by selecting, acquiring, organizing, preserving, and providing access to appropriate material resources to support such services.*

*The Library serves the citizens of Saskatchewan by making available the benefits of its specialized research and legislative collection where these benefits cannot be obtained elsewhere, and by establishing and maintaining co-operative and helpful relationships with other government departments or departmental libraries.*

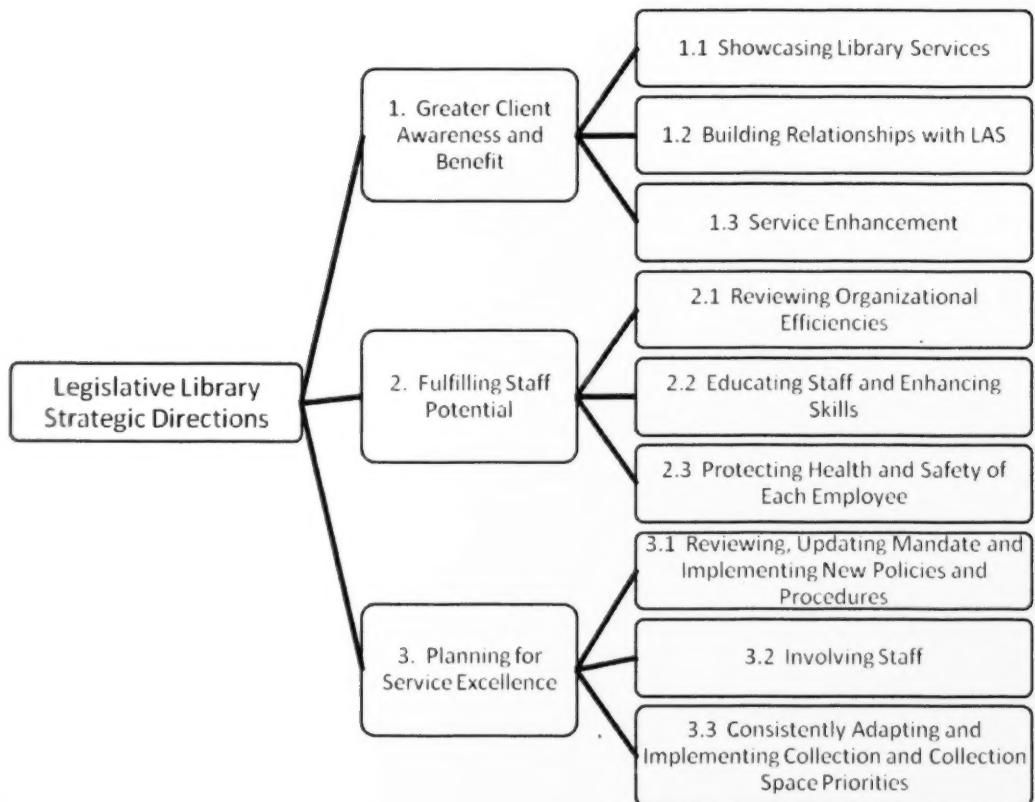
### Practical Vision

In the coming five years, the Library will focus on achieving a practical vision with seven key themes.



## Strategic Directions

The Library will focus on three major **strategic directions** with nine **accompanying strategies** in order to achieve its practical vision.



## Strategic Performance

Starting in 2007-08, the Library is focusing its strategic development around its strategic direction themes of greater client awareness and benefit, fulfilling staff potential, and planning for service excellence.

In 2007-2008, the Library achieved important new milestones in these areas, as well as continuing core services.

### Greater Client Awareness and Benefit

The Legislative Library is aware that its services offer value to legislators and the people of Saskatchewan:

- The provision of legislative library services is considered to be a best practice in parliamentary democracy.
- Legislative Library programs and services contribute to informed decision-making on the part of legislators.
- The Legislative Library's broad-based service to the people of Saskatchewan, the public service and the Legislature promotes openness, transparency, and knowledge of the institution of parliament.

The Library is committed to ensuring that its services remain strong. It is also committed to more actively promoting its services so that clients are aware of the benefits offered to them. Strategic development will focus on showcasing library services, building relationships, and enhancing services.

*The Library is committed to ensuring that its services remain strong. It is also committed to more actively promoting its services so that clients are aware of the benefits offered to them.*

## Client Services

The Library continued to provide information and research assistance to Members of the Legislative Assembly, the public service, and public clients.

The Library was open for service Monday to Friday from 8:30 a.m. to 5:00 p.m. during session and 9:00 a.m. to 5:00 p.m. out of session.

The Library handled 1,863 reference/research transactions in 2007-08. This included:

- 1,004 transactions with primary clients (MLAs, legislature, caucus, and constituency staff), down by 80 from the previous year, largely due to the reduction in inquiries that occurred due to the provincial general election in November 2007.
- 259 transactions with public servants (same as previous year).
- 600 transactions with public clients (increase over previous year).

The Library's web site received 76,872 visits in 2007-08, up 22 percent from the previous year. The web site provides information about the Library and its resources and services, as well as client access to the online library catalogue and the Library's electronic resources.

*In 2007-08, the Library re-deployed existing funds to provide increased reference librarian support for client services.*

In a new initiative, the Library re-deployed existing funding to better support client services. It re-allocated funds to employ an additional reference librarian position during the last half of the fiscal year. The Library also created a proposal for the continuation of this position, which was approved in the budget cycle for the 2008-09 fiscal year. The Library had been challenged with a shortage of reference librarian staff during the previous five years, since a position had been lost through budget cut-backs in 2002.

This strategic re-deployment will enable the Library to meet the demands of front-line services, maintain service quality and address succession planning needs. It will also build capacity for the Library to make enhancements to client services in the upcoming fiscal year.

The Library's suite of personalized *Current Awareness Information Services* for Members continues to be well-used.

In 2007-08, there was a focus on starting personalized services for MLAs who were elected to the 26<sup>th</sup> Legislature in the provincial general election in November 2007 and discontinuing personalized services from the 25<sup>th</sup> Legislature. The Library created new interest profiles for new MLAs and made major updates to the profiles of returning MLAs, in order to match new cabinet, committee, and/or critic assignments. An average of five hours is required to make updates to each service, and many MLAs are subscribed to as many as five different services.

Statistics for the Current Awareness Information Services are in the Appendix. A notable trend is the popularity of the Library's provision of FPInformart's *Direct User News Service*. The *Direct User News Service* enables Members to monitor news via a private e-mail and web-based service. Usage this year was at 41,606 news items viewed by clients, up from a previous average of about 38,000 per year.

In 2007-2008, the Library also focused on providing additional staffing support to its conference briefing kit program. In this program, the Library provides research support for Members' involvement in conferences of parliamentary organizations such as the Commonwealth Parliamentary Association, Bowhay Institute for Legislative Leadership Development, Midwestern Legislative Conference, National Conference of State Legislators, and the Pacific NorthWest Economic Region Summit.

To meet the demand for conference kits, the Library employed a summer student from the University of Alberta School of Library and Information Studies, to assist in the research and production of conference kits during the summer months.

Throughout 2007-08 the Library produced conference briefing kits for ten conferences attended by 43 delegates. A full listing of conference kits is located in the Appendix.

In 2007-08, the Library also advanced the Legal Deposit of Saskatchewan government publications by implementing procedures for the creation and maintenance of a repository of Saskatchewan government publications issued in electronic formats. By the end of the report year, the repository contained 116 electronic documents and 14 electronic periodicals.

## Showcasing Library Services & Building Relationships

The Library is aware that the promotion of library services is critical for ensuring that clients benefit from the Library's many resources and services. Library promotional activities include: orientations, special events, newsletters and publications, and displays.

The Library focused heavily on MLA orientation in 2007-08 due to the provincial general election in November. On November 19, 2007, the Library held an orientation session for all new Members of the Legislative Assembly. Library staff also began planning for a library open house to be held in the spring of the next fiscal year in order to provide library tours and orientation to Members and their new staff working in the Legislative Building.

Additional library orientation activities included:



Library orientation for new Members of the Legislative Assembly, November 2007

- Orientation for interns participating in the *Saskatchewan Legislative Internship Program (SLIP)*. The orientation focused on the library services available to them and on the role of legislative libraries.
- Orientation for Government of Saskatchewan employees participating in the Legislative Assembly's *Parliamentary Program for Public Servants*. This orientation program is currently the only proactive promotion of the Library's services to Government of Saskatchewan employees.

April. This year there were substantial revisions made to existing session materials to reflect changes in procedure and practice, as well as new briefing notes for new sessions introduced on the Teachers Institute on Canadian Parliamentary Democracy and the iMPACT Society. As well, the library compiled resource lists for two sessions entitled "Social Realities of Youth" and "Educational Attainment for Youth in Conflict."

- The Library's Director of Reference Services, provided a training session on using legislative publications for the reference staff of the University of Regina Dr. John Archer Library.
- The Legislative Librarian and library staff provided tours and information about the operation of the Library, as a specialized government library, to several students studying library technician training. Students included several staff from regional libraries in Saskatchewan.

Photo credit: Kim Hagel

- The Library conducted a series of in-depth orientations to the work of its program areas for key senior LAS managers and the staff of the Committees Branch.

The Legislative Library is often a gathering place for special events, which are a valuable opportunity to promote the Library.

The Library is traditionally a site for the Speaker's Tea on the opening day of a new legislative session. In addition, the Library makes its space available for other important parliamentary and protocol events.

On April 4, 2007, the Speaker's lunch and reception in honour of the 90<sup>th</sup> anniversary of Vimy Ridge was held in the library Reading Room. The luncheon involved over 75 people including veterans, students, teachers, MLAs, as well as the main party of the Lieutenant Governor, Premier, Leader of the Official Opposition, and Mr. Speaker.

On April 23, 2007, the Lieutenant Governors' Conference luncheon, hosted by the Provincial Secretary, was held in the Reading Room.

The Library hosted a special event on May 8, 2007 commemorating the 100<sup>th</sup> anniversary of the appointment of John Hawkes as the first Legislative Librarian of the Province of Saskatchewan (see pages 14-15). Library staff created extensive displays and materials profiling the Library's history and services.

On Wednesday, November 28, 2007, the farewell reception for Speaker Kowalsky was held in the Library Reading Room. The Library participated in sharing words of farewell and thanks and presented Mr. Speaker with a honorary lifetime library card.



Speaker's lunch and reception in honour of the 90<sup>th</sup> anniversary of Vimy Ridge, April 2007

Photo credits: Kim Hagel

The Library's circulation staff created informative displays for each of these events, using materials from the Library's collections.

The displays provide information about the event topic; in addition, they showcase the variety of informational resources that can be found in the Library, such as historical newspapers, pamphlets, maps, and books.



Display for the 90<sup>th</sup> anniversary of Vimy Ridge,  
April 2007



Display for the 90<sup>th</sup> anniversary of Vimy Ridge,  
April 2007



Display for Lieutenant Governors' Conference  
luncheon

Photo credits: Kim Hagel

## Fulfilling Staff Potential

The Legislative Library is committed to providing its employees with a healthy work environment and opportunities to develop their professional expertise. A healthy work environment and professional development opportunities are crucial to the retention of the personnel required to advance the Library's strategic directions.

The Library's strategic planning process also identified a need to review organizational efficiencies and priorities in order to fulfill staff potential. There is a need to re-organize work flow and priorities to free up time and capacity and to address succession planning needs. In some areas, the Library also needs to update staff job assignments to reflect re-organized work flow and priorities, as well as to build on individual strengths and provide staff with development opportunities.

## Protecting the Health and Safety of Each Employee

The strategic planning workshop surfaced concerns among employees regarding the ergonomics and safety of the areas where they carry out their work. In response, the Library established a project team to investigate and make recommendations to address concerns related to the ergonomics and safety of individual and collective workspaces in the Library.

Several steps were taken:

- All staff completed a computer workstation checklist survey to gather data on the ergonomic status of library employees' individual desks and computer work stations. The data showed that the majority of employees required ergonomic furniture and equipment upgrades.
- In January 2008, the LAS provided the Library with funding to acquire approximately three quarters of the furniture and equipment upgrades required to employees' individual work spaces. The Library expects to fund the replacement of the remaining workstations in the coming year.
- In the coming fiscal year, the project team will focus on issues relating to safety in the Library's collective work spaces.

## **Reviewing Organizational Efficiencies**

The Library is aware that in order to advance new initiatives it needs employee involvement and the flexibility to adapt and change. The Library's strategic planning process identified a need to engage and involve staff in reviewing the organization's priorities and work flow to create efficiencies and capacity to achieve the Library's vision.

The Library identified the Support Services section as the starting point for its review efforts in order to address emerging issues: anticipated retirements in the coming year, and additional staffing support required to support the Saskatchewan Government Publications Legal Deposit Program. In addition, the Support Services section identified the need to build the unit's capacity to deal with electronic publications management and the implementation of technological change.

In late 2007-08, the Library established a Support Services Business Operations Development Team, comprised of the Legislative Librarian, Assistant Legislative Librarian, Director of Support Services and Support Services Manager. The team developed a project charter to guide its work, which will be undertaken in the upcoming fiscal year.

## **Educating Staff and Enhancing Skills**

The Legislative Library is committed to developing the expertise of its employees by providing learning and development opportunities. Learning and development is important in order for the Library to keep pace with changes in the library field, and to advance the Library's priorities. In addition, it is important for staff retention.

In 2007-08, the Library identified a variety of professional development programs that offered staff the opportunity to improve their technical skills and to stay current with the rapidly evolving state of the library and information services sector. Many of these programs took the form of live web-based seminars which are a cost-effective way of delivering conference-quality programming without the expense of travel. Participation in these programs is open to all library staff members with a need or an interest in the subject of the presentation. Employee participation rates in these programs in 2007-08 was strong.

## Planning for Service Excellence

In 2007-08, the Library renewed its commitment to internal planning and development. The Library's strategic planning session asked the question: what obstacles are preventing us from reaching the practical vision for our organization? In responding to this question, the Library identified the need to review and update its mandate, policies, and procedures; involve staff in decision-making and change; and develop library facilities and provide more focused collection management.

### Reviewing and Updating Mandate, Policies and Procedures

The Library is committed to reviewing and updating its policies and procedures in order to adapt to significant changes in the Library's internal and external operating environment. Changes in the operating environment --particularly technological advancements and electronic publishing – have created new work for the Library. The Library must review its mandate and priorities in order to manage new expectations within existing resources. In addition, there is a need to ensure that policies and procedures are supporting true priorities in the most efficient way. In all of its new initiatives, the Library is actively applying the principle of reviewing its priorities and aligning resources to support these priorities.

### Involving Staff

The Library's strategic planning also identified the need to build mechanisms that enable dynamic staff involvement in decision-making and change. As a starting point, cross-unit teams were established for all projects that were initiated following the strategic planning sessions, in order to enable input from all areas and levels of the organization.

The Library began to foster the use of project charters and decisions items by project teams in order to facilitate efficient staff participation in decision-making processes. The Library also adjusted the format of its monthly staff meetings to focus on new initiatives and developments.

Involving staff effectively and improving internal communications will be an ongoing development goal for the library management team.

### **Consistently Adapting and Implementing Collection and Collection Space Priorities**

In order to achieve its vision of a *functional, user-friendly facility* and a *focused, sustainable collection*, the Library will give priority to consistently adapting and implementing priorities with respect to its collection and collection space (facilities).

This strategy is particularly urgent because bookshelf space for library collections in the Library Reading and Reference Rooms is full to capacity and bookshelf space in the Library's Collection Annex is nearing full capacity.

In late 2007-08, following strategic planning, the Library established a project team, with broad representation from across the Library, to review and identify strategies for developing the Library's existing facilities for both improved collection accommodation and client service. The project team will commence its work in the next fiscal year.

The vision of a focused, sustainable collection, gave renewed commitment for the Library's Collections Management Committee to assess targeted areas of the collection and to remove materials that may no longer be required. Targeted reviews will commence in the coming fiscal year.

In order to alleviate some of the pressure on collection space in the Library's public stack area in the Legislative Building and to allow for the shelving of new materials in the most frequently-used parts of the collection, staff began reviewing materials in the book collection and transferring materials published prior to 1990 from the Legislative Building to the Collection Annex in the Walter Scott Building. This work will continue into the next fiscal year.

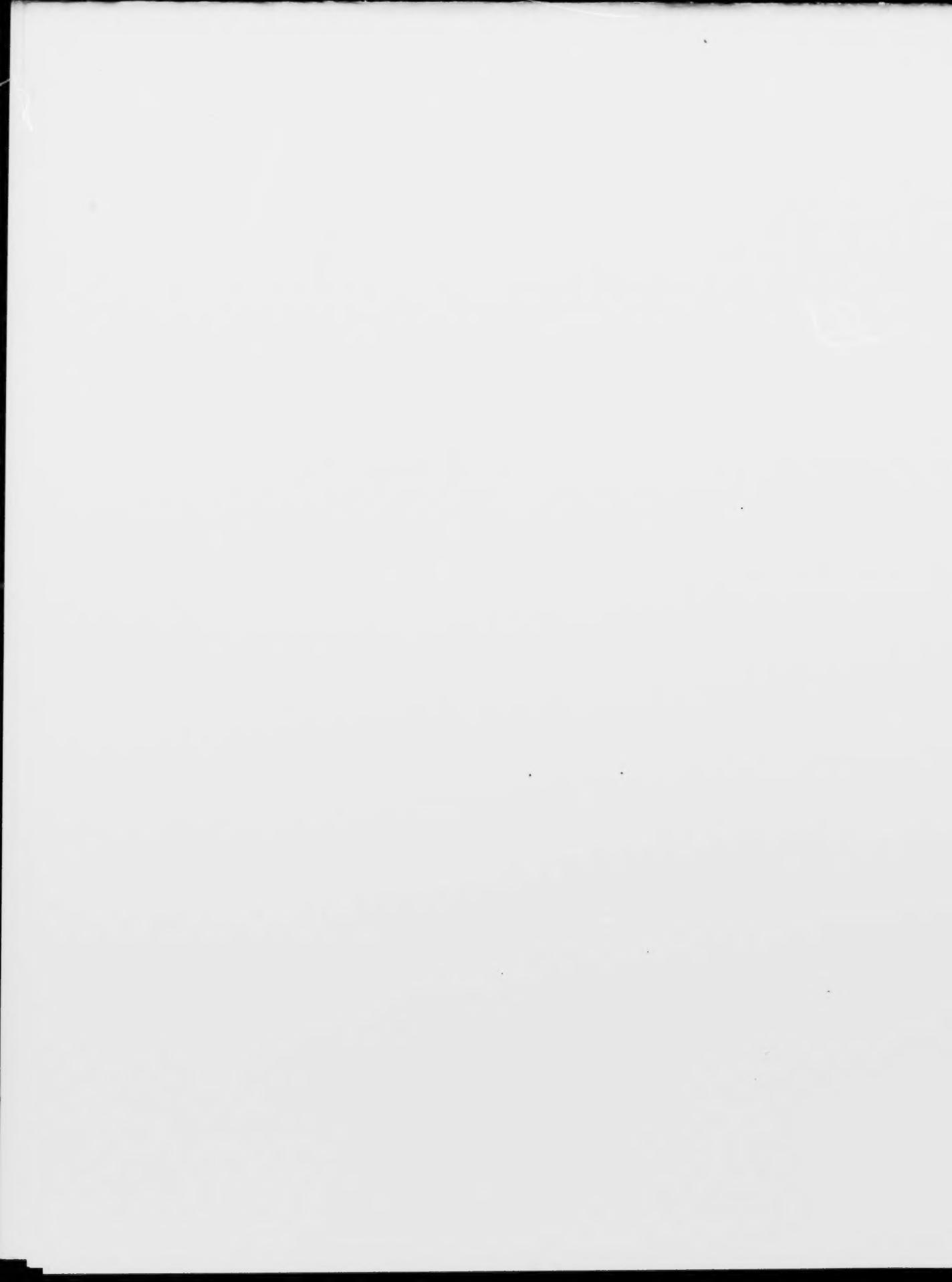
The Library began a review of its policy and procedures for accepting and handling unsolicited donations. A working group with broad representation from all sections of the Library was established to review the policy and to make recommendations for its revision. The working group held two meetings during 2007-08 and expects to report its recommendations in the coming year.

During the previous report year, the Library initiated a pilot project to convert a small portion of its print *Saskatchewan Newspaper Clipping Collection* to microfiche. The goal was to preserve the collection and reduce the amount of space required to accommodate it. The pilot project was completed in 2007-08. The results were disappointing with respect to the quality of the product. Although the Library decided not to proceed with further filming at this time, means of preserving the clipping collection and reducing the space occupied by the clipping files will be investigated in the future.

In response to accommodation constraints, the Library began a long-term initiative to measure the size of the collection and its growth rate. The goal is to develop a knowledge base for collection accommodation planning and collection management.

In 2007-08, the Library completed measurements and counts of collection materials classified in the Dewey Decimal Classification (primarily book materials). The last time that the Library performed these measurements was in 1986. Comparisons of the 2008 data with the 1986 data indicate that the collection grew by 62 percent during this period. The areas of greatest growth (social sciences and history) indicate adherence to the Library's collection specialties.

In coming years, the Library will repeat this activity and expand it to include the government publications collection in order to identify patterns that can inform library decision-making. The Library is particularly interested in examining how its acquisition and use of electronic collections is impacting the growth rate of more traditional collection formats such as paper and microforms.



## **Appendices**

## Statistical Summary

	2005/2006	2006/2007	2007/2008 <sup>1</sup>
<b>Web Site Statistics</b>			
Unique visitors to Library web site	14,025	17,373	18,339
Visits to Library web pages	60,032	63,288	76,872
Pages viewed by visitors to Library web site	96,994	118,022	138,214
<b>Reference and Circulation Services</b>			
Reference Inquiries	2,375	1,904	1,863
Computer Searches	2,620	2,274	2,051
Photocopy Services to Clients (copies)	20,560	14,883	17,394
Out of Library Circulation	5,364	4,978	4,216
In-Library Use	8,680	6,684	6,430
Total Circulation	14,044	11,662	10,646
Interlibrary Loans Borrowed for Library Clientele	171	106	104
Interlibrary Loans Requested by Other Libraries	261	287	186
Total Interlibrary Loans	432	393	296
<b>Members' Current Awareness Services</b>			
Electronic News Clipping Service (articles provided)	46,819	37,462	31,675
Periodical Contents Service (title pages provided)	3,522	3,163	3,397
News Headlines Service/Online Information (citations provided)	37,176	39,305	36,231
New Book Alert (title pages provided)	5,607	3,984	4,206
Direct User News Service/Special Edition (registered clients at year-end)	45	50	33
Direct-User News Service/Special Edition (total system counts/hits)	32,202	35,769	41,606
<b>Support Services</b>			
Materials ordered (titles)	1,007	1,204	1,303
Government Publications Received (items)	25,622	21,670	22,448
Serials and Periodicals Received (items)	15,328	13,529	13,573
Cataloguing (titles)	16,707 <sup>2</sup>	12,650	7,288
Binding (volumes)	105	176	107
Materials Withdrawn (items)	16,607	17,224	24,310
Listed for Duplicate Exchange	587	804	808
Distributed on Exchange	226	399	260
<b>Saskatchewan Deposit Program</b>			
Government Publications Received (titles)	1,068	1,304	1,112
Government Publications Sent to Micromedia	651	1,205	1,004

<sup>1</sup> Provincial election held November 7, 2007

<sup>2</sup> Includes titles transferred from card catalogue to online catalogue in first year of 2-year catalogue conversion project

## **Information Kits Prepared to Support Delegate Attendance at Parliamentary Conferences and Seminars 2007-2008**

### **Commonwealth Women Parliamentarians Outreach Program**

Yellowknife, Northwest Territories, May 1 – 4, 2007

Background kits provided to two delegates.

Background kit coverage: 4 topics and agenda items covered and 13 documents provided.

### **CPA UK Branch Seminar**

Westminster, UK, June 10-22, 2007

Background kits provided to one delegate.

Background kit coverage: 17 topics and agenda items covered and 49 documents provided.

### **13th Annual Bowhay Institute for Legislative Leadership Development**

Madison, Wisconsin, July 13-17, 2007

Background kits provided to two delegates.

Background kit coverage: 13 topics and agenda items covered and 28 documents provided.

### **17th Annual PNWER Summit**

Anchorage, Alaska, July 22 - 26, 2007

Background kits provided to ten delegates.

Background kit coverage: 24 topics and agenda items covered and 52 documents provided.

### **45th CPA Canadian Regional Conference**

Winnipeg, Manitoba, July 23-29, 2007

Background kits provided to five delegates.

Background kit coverage: 8 topics and agenda items covered and 26 documents provided.

### **National Conference of State Legislators**

Boston, Massachusetts, August 5 - 9, 2007

Background kits provided to two delegates.

Background kit coverage: 12 topics and agenda items covered and 24 documents provided.

### **62<sup>nd</sup> Annual Meeting of the Midwestern Legislative Conference**

Traverse City, Michigan, August 26 - 29, 2007

Background kits provided to 13 delegates.

Background kit coverage: 30 topics and agenda items covered and 78 documents provided.

### **53<sup>rd</sup> Commonwealth Parliamentary Conference**

New Delhi, India, September 21 - 30, 2007

Background kits provided to three delegates.

Background kit coverage: 9 topics and agenda items covered and 20 documents provided.

### **Partnership of Parliaments**

Germany, September 30 – October 12, 2007

Background kits provided to four delegates.

Background kit coverage: 6 topics and agenda items covered and 17 documents provided.

## **Legislative Library Staff**

The Legislative Library has a permanent staff establishment of fifteen persons.

**As of March 31, 2008 the following persons were members of the permanent staff:**

### **Library Administration**

Melissa K. Bennett, B.A., M.L.I.S.  
Legislative Librarian

Kim Hagel  
Administrative Assistant

Patricia M. Kolesar, B.A. (Hons.), M.L.S.  
Assistant Legislative Librarian

### **Reference and Circulation Services**

Leslie J. F. Polsom, B.A., M.L.I.S.  
Director of Reference Services

Tim C. Prince, B.A., M.L.S.  
Reference Librarian

Jane Blackett, B.A., M.L.S., Reference and Electronic Resources Librarian  
(on definite leave)

Kim Heidebrecht, Library and Information Technology Diploma  
Client Services Manager

Liza Leutenegger, B. Admin.  
Client Services Assistant (on maternity leave)

### **Members' Services**

Maria Swarbrick, B.A., M.L.I.S., Law Clerk Certification  
Members' Services Librarian

### **Support Services**

Bette Desjarlais, B.Ed., M.L.I.S.  
Director of Support Services

Gina Abel, Library Technician Certificate  
Support Services Manager

## **Legislative Library Staff cont.**

Faye Prince, Library Technician Certificate  
Government Publications Technician

Anne Hoffmann, Library Technician Certificate  
Support Services Technician

Chris Oxman, Library and Information Technology Diploma  
Support Services Technician

Ivana Ruzic, Bachelor of Law  
Support Services Assistant

**The following people were employed on a  
non-permanent basis:**

**Reference and Circulation Services**

Michelle Giese, B.A., M.L.I.S., Sessional Reference Librarian

Raeleen Rooney, B.A., Circulation Assistant

Christine West, Client Services Assistant (maternity leave replacement)

**Members' Services**

Elle Chernick, Members' Services Assistant

Aaron Froese, Members' Services Assistant

Dorothy McMillan, Members' Services Assistant

Kristen McAllister, Members' Services Assistant

**Support Services**

David Sealy, Support Services Assistant

Michele Strueby, Library Technician Certificate, Support Services Technician  
(TAHD) (home position: Support Services Assistant)

## Legislative Library Functional Organization Table

<h3>Legislative Library Functional Organization</h3>		
<h3>Library Administration</h3>		
<p>Provides leadership for the Library's strategic development          Contributes to the strategic direction of the parent organization          Ensures alignment of library initiatives with organizational goals of the parent organization          Oversees library program areas          Manages library physical, financial, and human resources          Manages library collections development and accommodations          Oversees public relations and partnership activities</p>		
<b>Reference &amp; Circulation Services</b>	<b>Members' Services</b>	<b>Support Services</b>
<p>Provides reference &amp; research assistance to clients          Staffs the Library's public service areas          Lends library materials to clients          Manages interlibrary borrowing and lending activities          Develops and maintains the Library's web spaces          Produces promotional brochures, booklets and displays          Produces research materials including fact sheets, bibliographies &amp; briefing notes          Trains &amp; orients clients, &amp; provides tours to library visitors          Maintains collections in the Legislative Building</p>	<p>Creates and maintains personalized client interest profiles for MLAs, legislative officials and committees          Provides customized, profile-based information services including:                Media monitoring              Electronic news clipping services              Magazine tables of contents              New book alerts            Provides research assistance and briefing materials to support MLA professional development activities          Produces <i>The Members' Newsletter</i></p>	<p>Acquires, processes &amp; catalogues new materials          Manages the automated systems for acquisitions, cataloguing, circulation &amp; public access catalogue          Manages the disposition of surplus and superseded materials          Administers the legal deposit program for Saskatchewan government publications          Administers publication exchange agreements with other jurisdictions          Maintains collections in the primary collection annex in the Walter Scott Building          Prepares materials for binding</p>

## **Clientele and Service Policy**

### **Goal of the Legislative Library**

The goal of the Legislative Library is to provide information and reference services to Members of the Legislative Assembly. It strives to achieve this goal by acquiring, cataloguing, servicing and preserving books, newspapers, government publications and other materials to enable Members to carry out their Legislative responsibilities.

### **Primary Clientele**

The Primary user group of the Legislative Library consists of the Members of the Legislative Assembly, caucus research staff, personal staff of Members, and other legislative servants.

### **Primary Clientele**

1. Lieutenant Governor's Office
2. Members of the Legislative Assembly
  - (a) Members' personal staff
3. Caucus research staff
4. Legislative servants
  - (a) Office of the Speaker
  - (b) Legislative Assembly Office
    - (i) Hansard
    - (ii) Television
  - (c) Legislative Counsel and Law Clerk's Office
  - (d) Provincial Auditor
  - (e) Legislative Library
  - (f) Ombudsman
  - (g) Children's Advocate
  - (h) Conflict of Interest Commissioner
  - (i) Information and Privacy Commissioner
  - (j) Chief Electoral Officer
5. Other departments in the Legislative Building
  - (a) Executive Council
  - (b) Ministers' Office

### **Services**

1. Personal borrowing privileges.
2. Interlibrary loan services to acquire necessary materials not available in the Legislative Library.
3. Photocopies and microcopies of library material.
4. Computer information retrieval reference support.
5. Advanced level of reference services.
6. Library information programs such as checklists, accession lists, and other related services.

7. Accelerated acquisitions and delivery of materials using courier, long distance telephone, electronic mail and other similar means. Hand delivery of material to locations in the Legislative Building. Same-day or next-day delivery of materials located off-site or elsewhere in the city.

All service costs are absorbed by the Legislative Library.

### **Secondary Clientele**

1. Saskatchewan civil servants
2. Legislative press gallery
3. Courts
4. Universities
5. Researchers
6. Lawyers (private practice)
7. Private business
8. General public

### **Services**

1. Use of library materials within the Legislative Library.
  - (a) Saskatchewan civil servants are encouraged to use their own departmental libraries, where these exist. Material not available in departmental libraries may be requested using the interlibrary loan process. Where there is no established departmental library, civil servants may request personal borrowing privileges on the understanding that Library rules for loan periods and return of materials will be complied with.
  - (b) Researchers from outside the Saskatchewan government requiring access to the Legislative Library for materials not available from other libraries may register as a special borrower for the duration of the research project, on the understanding that the rules for loan periods and return of materials must be complied with.
  - (c) All other requests for personal borrowing will be referred to appropriate public or corporate library.
2. Photocopies and microcopies of Library materials at cost.
3. Basic reference service.
4. Provision of Legislative Library material located outside the Legislative Building on a batch basis.

### **Established by the Board of Internal Economy 1983**

revised March 2000



